

<p style="text-align: center;"><b>Department of Administrative Services</b>  <b>Division of Fleet Operations</b>  <b>Policies and Procedures</b></p>	PPM #02-01 Effective Date: 11/8/2002 Expiration Date: Until rescinded
<b>Subject: Snow Tire Policy</b>	

## **A. Purpose**

- 1) To establish guidelines in accordance with Administrative rule R27-1-2 (34)(38)(42) and R27-8-4 governing the use, purchase, repair, maintenance, service, installation, and removal of snow tires on Division of Fleet Operations (DFO) full-service lease vehicles. This policy also outlines the maintenance policy, procedures and storage of vehicle tires.

## **B. Policy**

- 1) Snow tires may be requested by agencies where assigned vehicles are subjected to adverse winter weather conditions where operator safety is a concern. Specifically, an agency operating emergency vehicles or regular vehicles used in mountain passes and/or regions of the state where snow tires may be required by law.
- 2) The costs associated with snow tire installation, storage and removal will be assessed to the requesting agency.
- 3) Snow tire installation is subject to approval of the division of fleet operations and must conform to the original equipment manufacturer (OEM) vehicle specifications.
- 4) Agencies with full-service lease vehicles shall not purchase, install, mount or remove vehicles tires without DFO approval. Exceptions may be granted in emergency situations.
- 5) Agencies should create internal policies to properly address the use, maintenance and storage of tires to maintain state vehicle safety standards.

## **C. Procedures**

- 1) Agency fleet contacts shall notify the DFO operations program manager, and formally request in writing their justification to have snow tires installed on their vehicle.
- 2) Upon request DFO shall make arrangements to have snow tires mounted or removed from the agency vehicle. In emergency situations, agencies shall contact the approved DFO contract maintenance vendor to repair, mount or remove snow tires. Agencies are responsible to notify DFO within 24 hours of such repair situation involving snow tires.
- 3) Studded snow tires will only be approved in severe winter weather driving situations, where ice and reduced traction is a concern and shall be used in accordance with all local, state and federal laws.
- 4) Upon purchase, installation and/or removal the tires DFO shall charge each agency a one-time-charge (OTC) to cover all snow tire costs to avoid affecting the aggregate expenses of any state vehicle class. These OTC costs will be reflected on the agencies monthly invoice.

- 5) Agencies shall be responsible for the inventory, management and accountability associated with staging and storing vehicle tires when not in use.
- 6) Proper storage of vehicle tire is important for operator safety and vehicle operation. This paragraph contains several snow tire storage guidelines and recommendations for state vehicle agencies.

#### **D. STORING GUIDELINES**

- (1) Agencies should store tires
  - (a) To avoid deterioration caused by sunlight and ozone. Nevertheless, stored tires should be protected against these and other potentially damaging conditions.
  - (b) Where the area is clean, cool, dry, dark and well ventilated but with a minimum of circulating air so that tires on the bottom of a stack retain their shape.
  - (c) Whitewall to whitewall to avoid staining.
  - (d) Protected by an opaque waterproof covering, if outdoors, but avoid creating a heat box or steam bath.
  - (e) Where tires are raised off the storage surface, if outdoors.
- (2) Agencies should avoid storage areas:
  - (a) Where area is wet, oily, and greasy.
  - (b) Where subject to extreme temperatures.
  - (c) Where electric motors or other ozone generating sources.
  - (d) Where black asphalt exists or on other heat absorbent surfaces.
  - (e) Adjacent to highly reflective surfaces (i.e., snow covered ground or sand).
  - (f) On open and/or unprotected areas.
  - (g) It is strongly recommended that all agencies manage tires in accordance with all state inventory and financial and fiscal management policies to avoid waste, loss, pilfering and/or abuse of state-owned property.

## **E. STORING TIRES MOUNTED ON VEHICLES**

- 1) It is best to store a vehicle on blocks to remove all weight from the tires. If the vehicle cannot be blocked up from the storage surface, completely unload it so minimum weight will rest on the tires. Keep tires inflated to recommended operating inflation pressure. The surface should be firm, reasonably level, well drained and clean. Do not store on blacktop or oil stabilized surfaces. Move the vehicle at least every three months to prevent ozone cracking in the bulge area and also to prevent a "flat spot" from developing (due to strain from deflection). If tires do develop a temporary "flat spot", it will usually disappear in a short period of time (for example, the first 25 miles of service).

## **F. STORING INFLATED TIRES NOT MOUNTED ON VEHICLES**

- 1) All of the preceding guidelines apply in this instance. Keep tires inflated to recommended operating pressure.

## **G. BEFORE PLACING TIRES IN SERVICE**

- 1) Inspect tires to be sure they are clean and free from foreign objects.
- 2) Remove any water that has collected in an unmounted tire.
- 3) Check for proper operating inflation pressure.